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DEPARTMENT OF PUBLIC INSTRUCTION June St. Clair Atkinson, Ed.D., *State Superintendent*

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MEMORANDUM

TO: County/Region Committee Co-Chairs Contract Administrators
Program Contacts Fiscal Contacts

FROM: John R. Pruette, Executive Director

DATE: April 22, 2008

SUBJECT: 2008-09 More at Four (MAF) Pre-Kindergarten County/Region Plan Approval
and Contract Process

The Office of School Readiness (OSR) is preparing for the 2008-09 MAF year. Please find below the time line for the new year.

Date	Action
April 2, 2008	OSR emailed county allocation letters to Contractors. This letter included the base slot allocation and monthly slot rate for your county to begin the 2008-2009 year.
April 22, 2008	The 2008-09 <u>Section I</u> Committee Signature Report is available to Contractors. This report can be found in the 2007-08 MAFPlan. Click on "Print Menu". Click on "Committee Signatures" to print Section I and the Assurances and Requirements pages.
Late April , 2008	OSR will mail the 2008-09 contracts to Contractors for signature. When known, any slot rate increase will be handled through the contract amendment process.
May 30, 2008	Contractor's original Section 1 Committee signatures and committee minutes approving 08-09 Plan is due to OSR.
June 27, 2008	OSR On-line MAFPlan will be taken off-line at close of business for updates and conversion to 08-09 MAFPlan.
July 9, 2008	OSR will release to Contractors the 08-09 on-line MAFPlan and User Guide for Change Requests. The Contractor should print a copy of their 08-09 Plan on this day to be filed with the original contract.
August 22, 2008	On-line MAFPlan Change Requests due to OSR from Contractors to update 08-09 MAFPlan to incorporate changes agreed upon by the More at Four Committee.
September 22, 2008	Contractors original <u>Section 1a</u> with Principal/Director signatures is due to OSR.

Please contact your Program Consultant if you have any questions. We appreciate your work to deliver More at Four Pre-Kindergarten services to at-risk four-year olds. We look forward to the new school year.

